

ROUTING AND RECORD SHEET

SUBJECT: (Optional)					5. 1324	
FROM: [Redacted] Chief, Information and Privacy Division			EXTENSION	NO.	DATE 17 January 1984	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
		RECEIVED	FORWARDED			
1. DDIS					The attached deals with the responsiveness aspect of the FOIA legislative initiative now before the Congress (S.1324). Please let me know if you pass this info outside of OIS so I can alert [Redacted] concerning the DI information he provided in the attachment to my memo. [Redacted] STAT STAT STAT STAT STAT	
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17 JAN 1984

MEMORANDUM FOR: Deputy Director of Information Services
Director of Information Services

STAT FROM:

Chief, Information and Privacy Division

SUBJECT: The Intelligence Information Act of 1983 - FOIA
Responsiveness

1. As you are aware, the proposed legislation passed by the Senate and soon to be considered by the House of Representatives, is intended to provide the Agency with partial relief from searching certain operational files in response to FOIA requests. The passage of this legislation will carry with it the responsibility to be more responsive in our handling of FOIA requests. This translates to responding to requests for information in terms of weeks and months as a general rule rather than in terms of two or three years, as quite often occurs today. While our backlog of cases will be reduced by about 300 requests in the DO with passage of the bill, we will still need to coordinate material within and among Agency components as we do today. A very time consuming and critical element of our FOIA processing criteria.

2. The Agency has agreed to maintain the present level of resources devoted to FOIA/PA/EO processes for a two year period effective with passage of the bill. In fact, if we are to focus primary attention on elimination of the queue we may need more resources in the short term (during the first 6 to 12 months after passage).

3. In order to come up with a plan whereby the Agency can be more responsive to FOIA/PA/EO requests, I have attached a draft copy of a number of action items which we have begun to discuss with directorate Information Review Officers. While I believe we can be more responsive after passage of the bill, there is a price to pay in the way of more resource commitments in the short term. We may also be expected to report to Congress at approximately quarterly intervals on the results of our efforts. Should we experience a sizable increase in FOIA/PA/EO requests as a result of the bill it is questionable as to what degree, if any, we can achieve a marked improvement in our responses to the public.

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ACTIONS FOCUSED TO IMPROVE RESPONSIVENESS

DDO

If the Bill were passed today the Directorate of Operations (DO) estimates that some 300 FOIA cases will be deleted from their backlog of about 1,400 requests. These requests are seeking information that can only be located in DO operational files that will be considered exempt from search and review under the proposed legislation. This action is expected to result in the more timely review of documents referred to the DO by other Agencies and components within CIA. The time consuming and tedious process of the search for and review of DO documents will no longer slow the work on referral documents sent to the DO for review.

The DO expects that by maintaining the existing resource levels that the backlog can be reduced significantly or eliminated in their area within 13 months after passage of the bill. This assumes also, the same level of FOIA requests will continue to come from the public.

The DO does not contemplate any major changes to their FOIA/PA/EO processes resulting from passage of the bill.

DDI

The Information Review Officer for the Directorate of Intelligence (DI) has indicated that increased resources would contribute to improved responsiveness in the DI. Specific needs are outlined below:

Office of the DI/IRO

One additional full or part time (minimum of 30 hrs/pay period) professional employee with considerable experience in a DI production office, to assist the DI/IRO. With additional experienced help, a larger number of requests involving DI originated documents could be completely processed in the Office of the DI/IRO and would not have to be sent to one or more DI components for review. As cited on previous occasions, the review of relevant material in DI components is what causes the major delay in getting requests completed in a timely manner. While the addition of another person would allow the DI/IRO to process more requests than is currently possible, it would still be necessary to forward the majority of the requests involving DI originated documents to the appropriate DI components because of the need for experts to determine the releasability of classified intelligence products.

Office of Central Reference

Within the DI, all requests involving a search for documents are levied on the Office of Central Reference (OCR). The formulation of the search strategy and the production of the computer printout of possibly relevant documents is usually completed in a few days. The search for the possibly relevant documents in the OCR Document Library and producing the hard copies can take considerable time depending on the number of documents involved and whether the references are located in Headquarters or at the Records Center. Naturally, priority is

given to jobs in support of requests originated by Agency analysts in connection with production or operational tasks. It is estimated that on the average, the Document Library spends six working days completing this phase of FOIA processing. If two or three clerical employees were added to the Document Library to handle FOIA requests, the number of days needed to pull and reproduce FOIA related documents could be significantly reduced.

IPD

The Information and Privacy Division will continue to review FOIA requests to determine which can be completed promptly by providing previously released material from the DECAL system. Also responses to the public that reflect no responsive documents were located will be handled in a prompt, efficient manner as information is made available to IPD by the various Agency components. A final response can be made only after all components tasked have responded.

We estimate that a combination of as many as five professional and clerical employees will be needed in IPD to keep pace with the efforts by components as they focus on backlog reduction efforts. Also, we are looking at the possibility of hiring independent contractors (reemployed annuitants) to work on large and complex "project type" requests. Our current cadre of case officers will then be afforded more time to deal with new requests and finalize cases from components.

In addition, IPD is constantly striving to pursue better methods to automate and streamline their internal work flow process. Greater use of form letters in repetitive responses aimed at

reducing the burden on typing services is now under consideration. Also, greater use of word processing and computer facilities is planned to ensure an improved flow of referral and coordination documentation.